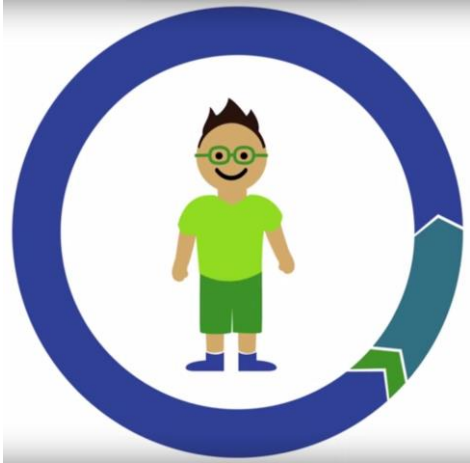# OSA Office Hours

Viji Somasundaram, Director

& OSA Team Members

March 15, 2018

Webinar Agenda

- GlobalMeet reminders

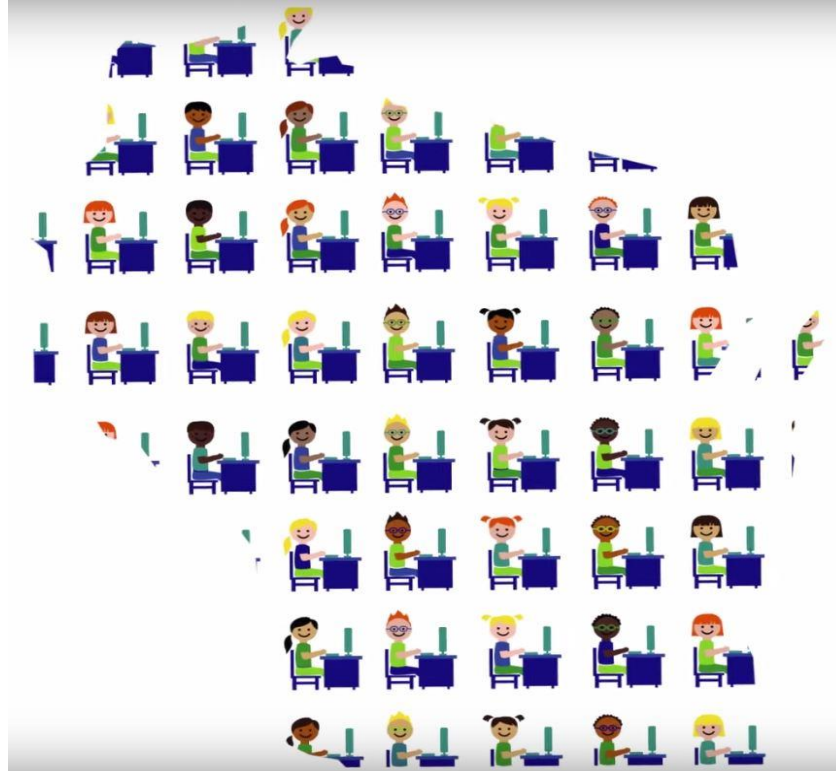- Greetings from Viji and the OSA Team

- Assessment Updates

OSA Greetings

- OSA Team Introductions

- General Assessment Updates

Assessment Updates

Forward: DTC Q & A Session

The final DTC Q&A session was yesterday March 14, 2018.

The recording will be available soon on the Forward Exam Technology Requirements webpage: https://dpi.wi.gov/assessment/forward/technology

Additional resources:

- DTC Forward Exam 2017-18 Recorded Technology Training Webinar
- Recorded Technology Q&A Sessions (January and February 2018)

Forward: DAC Resources

Test window: March 19 - May 4, 2018

- Prior to testing checklist in DAC Digest
- DAC and Test Administrator (TA) Training Presentations
- DAC and TA Manuals
- Accessibility Guide and Training Presentation
- Tutorials - Item Samplers - Online Tools Training
- Technology Readiness Requirements

All Resources available through links on the Forward Exam webpage:
https://dpi.wi.gov/assessment/forward

Forward: Accommodation Change

TTS/Read Aloud <u>Accommodation</u> Change for 2017-18

- The TTS/read aloud **accommodation** for the Forward Exam allows the student to listen to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages (Session 4)**.

- This accommodation may only be provided to a student with visual impairments who is not proficient in contracted braille, whose need is documented in an IEP or 504 plan and has met all five criteria on the *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form (see Accessibility Guide).

Districts who assign this accommodation will be contacted by OSA staff to confirm that it has been appropriately assigned.

ACT and WorkKeys Makeup Testing

- ACT makeup test day is March 20.
- WorkKeys makeup test day is March 21.
- FedEx is scheduled to pick up makeup materials March 22-24.
- Deadline for ACT to receive answer documents is March 30.
- Emergency testing is April 3 and 4 and requires DPI approval.
- See the Schedule of Events for materials ordering dates.

Students who take DLM or do not test

- If a grade 11 student is taking the DLM, is no longer enrolled in your school, or is not testing for another reason, leave the student information in PANext.
- Enter the appropriate not tested code under State Use Question #1 for ACT and WorkKeys by **April 13, 2018**.
- Enter the code twice - once on the ACT "side" of the portal and once on the WorkKeys "side."

Resources:
- ACT Test Administration Supplement
- WorkKeys Test Administration Supplement

ACT Score Delivery

- Student
  - **Printed paper report mailed to student's home 3-8 weeks after receipt of examinee responses**
  - Online – examinee logs onto www.actstudent.org; if student needs to create an account, enter the ACT ID from the printed score report
- School
  - High school checklist report – one paper copy 3-8 weeks after receipt of examinee test responses, mailed to Director of Counseling
  - **High School Reports (student level reports for each student) – one paper copy mailed to Director of Counseling in batches starting 3-8 weeks following receipt of examinee test responses**
  - Student score labels – two printed labels per examinee sent to the Director of Counseling 3-8 weeks following receipts of examinee test responses
  - Profile Report – one paper copy and electronic copy posted to PANext no later than June 12, 2018
- District
  - District Profile Report and High School Profile reports mailed on encrypted cd to the DAC and posted to PANext no later than June 12, 2018
- College
  - Up to four reports sent directly from ACT to the colleges selected by the student 3-8 weeks following receipt of examinee test responses

WorkKeys Score Delivery

- Student
  - **School must distribute score reports, myworkkeys.com usernames and passwords, and National Career Readiness Certificates (NCRCs) to student.**
  - Examinees can download and self-print NCRCs from ACT starting May 11, 2018, but need the username and password from the school/district to do so.
- School
  - One paper copy of Individual Score Report mailed to the test coordinator (Performance Level and Scale scores and suggestions for improvement) no later than May 11, 2018
  - One paper Summary for Examinee mailed to the test coordinator (Performance Level and Scale Scores) no later than May 11, 2018
  - Examinee Roster Report – one paper copy mailed to the test coordinator no later than May 11, 2018
  - **District distributes data files, student usernames and passwords, and NCRCs to schools.**
- District
  - **Data file of student scores and student usernames and passwords for myworkkeys.com in SAFE by late July**
  - **National Career Readiness Certificates for students in SAFE by late July**

Aspire Accommodations and EL Supports

Four levels of support:

1. Default Embedded System Tools - automatically available to all users
2. Open Access Tools - available to all users but must be identified in the Personal Needs Profile (PNP) in advance.
3. Accommodations - high-level accessibility tools that must be requested in advance in the PNP.
4. Modifications - supports that alter the construct being measured, so not available.

Resources:
DPI Aspire Accommodations Webpage
Accessibility Users Guide
Portal Users Guide

Aspire EL Supports

The following accessibility supports are available to EL students (in addition to the default embedded system tools and open access tools available to all users):

1) Translated test directions for all subjects
2) Word-to-word dictionaries for math, science, and writing sections.

Aspire Translated Test Directions

Translated test directions for all subjects
- Extra time is strongly recommended, but not automatically assigned with this support.
- Download audio files of Spanish directions from Avocet.
- Translation into other languages is locally provided and must be prepared in writing ahead of time.
- Translation on the fly is not permitted.
- All student responses must be in English.

Aspire Word to Word Dictionary

Word to Word Dictionary for Mathematics, Science, and Writing subjects only

- Only [ACT-approved non-electronic word to word dictionaries](#) are allowed.
- Extra time is strongly recommended with this support but is not automatically assigned. Extra time must be manually selected in the PNP. Students are not required to sit for the entire extended time period.

Aspire Tech Readiness

- View the Technology Readiness Webinar recording
- Uninstall and reinstall TestNav and ProctorCache
- Set up ProctorCache
- Conduct technology readiness testing
- Pre-cache test content prior to the first test session

Resources:
Technical Readiness Manual
Technology SetUp Page
TestNav System Requirements
Technical Readiness Checklist

Aspire Staff Training

Resources:

[Wisconsin Aspire Test Administration Training Webinar](#)

[Aspire TMS Training Videos](#)

List of staff training topics on p. 10-11 in the [Aspire Test Coordinator Manual](#)

[Room Supervisor Manual online testing](#)

[Room Supervisor Manual paper testing](#)

Aspire Test Administration

1) Enter supports into PNPs as needed.
2) Create groups (optional)
3) Create test sessions

Resources:
Manuals linked on previous slide
Wisconsin Test Administration Supplement
How to Record Did Not Test Codes

Aspire Miscellaneous Testing Tips

- [Schedule of Events](#)   [Checklist for Success](#)   [DPI Aspire Resources Webpage](#)
- Student transfers within Wisconsin - new school initiates and previous school must approve
- Infrastructure Trial Site is available upon request
- See the [WI Aspire Administration Supplement](#) and [How to Record "Did Not Test" Codes](#) documents.

ACT Aspire®

Administration Supplement

Wisconsin Spring 2018

This document provides supplemental information for administering ACT® Aspire® Summative tests. It describes Wisconsin-specific policies for select processes and procedures. For additional assistance, see the "Resources" section at the end of this document.

Student Transfers

If a student transfers to another school, portal administrators at both the old school and the new school will take steps to complete the transfer process in the portal.
- The portal administrator at the new school initiates the transfer.
- The portal administrator at the previous school reviews and approves the transfer request.
  Note: Before approving the request, remove the student from any test sessions in which he or she has not tested.

Follow the procedures provided in the *Portal User Guide* to complete the transfer process.
Note: Also see the "Transferring Students" training video on the TMS.

If you have trouble submitting the transfer request, try the following helpful tips:
- Leave the optional fields (middle initial and grade) blank
- Use the calendar icon to select a date—instead of typing it in
- Add the student through the **Add Student** link under the **Students** menu
- Contact the student's old school, district, or your state to verify how his or her data was entered at the previous school

Test Action Terms
This section describes the actions that a proctor or a student can take while testing.

Action	Description
Force-closing a test	This action: • Closes a student's subject test • Submits answers for scoring • Locks the student out of the test

ACT Aspire®

How to Record 'Will Not Test' Reason Codes

ACT® Aspire® Summative Testing

What is a 'Will Not Test' Reason Code?
If a student will not participate in a subject test, testing staff may indicate the reason under his or her Student Profile page in the portal.

When to Assign 'Will Not Test' Codes
The following table describes when a student can and cannot receive a code. This applies to the test subject to which you are assigning a 'will not test' code.

If a student is…	Then the student…
Not assigned to a test session	Can receive a 'will not test' code
Already in a test session	Cannot receive a 'will not test' code

Note: If a student is assigned a 'will not test' code, he or she cannot be placed into a test session.

How to Assign 'Will Not Test' Codes
Follow these steps to assign a 'will not test' code to a student.
1. Log in to the portal.
2. Hover over the Students tab and select **Find Students**.
3. Search for the appropriate student and open his or her Student Profile page.
4. On the Student Profile page, scroll down to locate and select the **Testing Accountability** tab.

Test Info	Personal Needs	Demographics	Groups	Teachers	Grades	Testing Accountability

Will Not Test Reason

English	Select Reason	Math	Select Reason
Reading	Select Reason	Science	Select Reason
Writing	Select Reason		

5. Locate the appropriate subject and use the drop-down menu to select the reason the student will not test.
6. Repeat the previous step for each subject the student will not test.

Resources

ACCESS for ELLs

- **Upcoming dates**
  - Data download available and Individual Student Reports (ISRs) delivered April 23
  - Post Reporting Data Validation April 23 - May 7
    - No new reports, but state data file updated
    - Print-on-demand new reports available late August
- **WIDA's ALTELLA research project**
  - Supporting ELs with significant cognitive disabilities
  - 30 minute classroom observations of teachers teaching content
  - 20-30 minute interview with teacher
  - Up to $50 for participating teachers (please consult your district policy)
  - If interested, contact jesse.roberts@dpi.wi.gov

DLM Important Dates

March 19 - May 4

DLM Test Window for ELA, Mathematics, Science, and Social Studies

DLM

- Districts should be done loading and validating data in KITE Educator Portal.
- Test Administrators should also have completed the required test administration training and accepted the security agreement in Educator Portal
  - Test administrators will not have access to test tickets until both of these steps are completed.

DLM

- Test tickets will *only* appear on March 19 if students have been:
  - Correctly entered into the portal
  - Rostered in a DLM subject for ELA, Math, Science, and Social Studies *without* a Course identified
  - Has a completed and submitted PNP/FCS
- Districts should mark 'Reasons Not Tested' in the general education portals.
  - Syble Hopp Secondary and Elementary School of Brown County and Lakeland School of Walworth County will need to contact 'districts of accountability' to mark reasons not tested.

DLM

Student Moves During the Test Window

- Old district 'exits' student from portal, new district must use Enrollment Template to enroll student OR
- State or DLM Helpdesk will need to transfer the student for the district
- DO NOT use 'find student' feature during the test window.

DLM

- TIPs and Manipulatives Best Practices

- 'Exit Does Not Save' feature

- Field Testing-ex. ELA RI.3.4 IP R4943

NAEP

NAEP 2018 National Year

- Testing ended last week
- Thanks to districts and schools that participated in NAEP 2018!

NAEP 2017 State Results

- Release date just announced: April 10
- Find out how Wisconsin students performed compared to their peers in other states: www.nationsreportcard.gov

International Assessments

- Grade 4 and 8 TIMSS (Math and Science)
  - March 5 - April 13
- Grade 8 ICILS (Computer Literacy)
  - March 5 - May 25
- Teaching and Learning International Survey (TALIS)
  - March 1- April 27

Reading Readiness

Reimbursement for 2017-18 Expenses

- March of 2018 - DPI will survey districts
  - Number of students screened
  - Screener or screeners utilized at each grade
  - Costs incurred
- Reimbursements will be electronically distributed to districts in June 2018

Reading Readiness

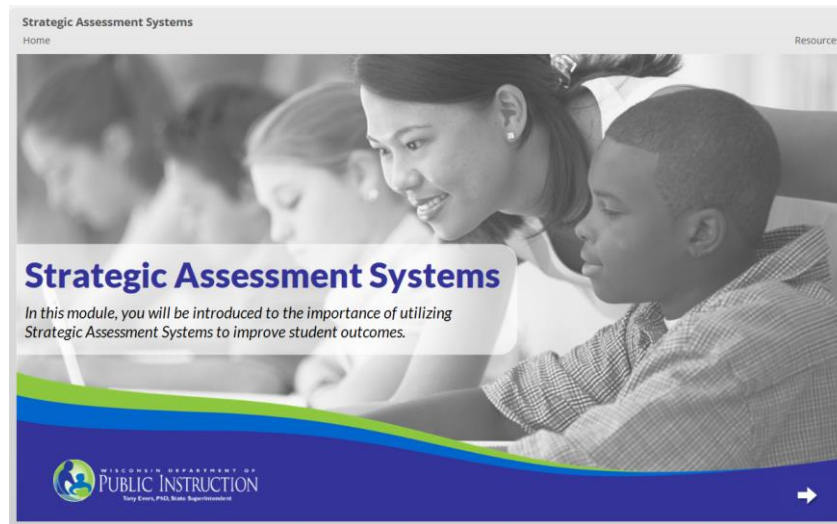More information can be found at

- ○ General information: http://dpi.wi.gov/assessment/reading-readiness
- ○ FAQ: http://dpi.wi.gov/assessment/reading-readiness/FAQ

Department Contact

- ○ Duane Dorn: duane.dorn@dpi.wi.gov; (608) 267-1069

Assessment and Data Literacy Modules

- Release Date: 2018-2019

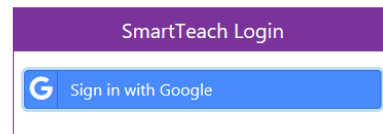- First module to be released will be on Strategic Assessment

SmartTeach Application

NEW NAME: SmartTeach

- Video Demonstrations of the SmartTeach application
  - Marking Student Proficiency on Rubric
  - Taking a Note on a Student Activity
  - Viewing Student Notes
  - Logging into SmartTeach

- Link to SmartTeach

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

SmartTeach Login

G | Sign in with Google

Need to completely sign out of Google?

SmartTeach Pilot

- Kicked off on March 7

- Four schools (K-5 teachers) participating throughout the state

- Teacher interviews will take place in March and April

- Join the G+ Community to get updates about the pilot

Classroom Data Tool Pilot (March)

K-5 educators participating in the pilot will be asked to:

- Attend one 30-60 minute online training via web conference (will occur the first two weeks in February)
- Use the classroom data tool regularly for at least 2 weeks in March
- Host the DPI application development team for an on-site observation and a follow-up 1 hour interview (will occur mid-late March)

*Please read the pilot description and fill out this google form if you are interested. **Your spot within the pilot program is not reserved until the form has been completed and submitted.***

Discussion & Dialogue

Thank You

Office of Student Assessment

608-267-1072

osamail@dpi.wi.gov

Next webinar: May 17, 2018